



Sir John Lillie Primary School Medication Policy

SCHOOL POLICY AND GUIDELINES FOR HANDLING AND ADMINISTERING MEDICINES IN SCHOOL

Due to the increasing number of children receiving medication in school, medicines that are not prescribed such as Calpol, cough lozenges etc. will not be administered by First Aid staff and are not to be brought into school.

The administration of antibiotics in school will only be permitted if the recommended dosage is four or more times per day. A prescribed dosage of 3 times per day is usually taken at home before school, after school and at bedtime.

Before medication can be given in school, parents must complete the appropriate authorisation form, clearly indicating the name of medication and relevant dosage to be taken. These forms can be obtained from the School Office staff. The medication given to school must be in the packaging given by the pharmacy and with the pharmacy label with your child's name and date.

Parents are asked to deliver any prescribed medication to school via the School Office and to collect them at the end of the day in the same way. During COVID 19 times this will change to: Parents are asked to deliver the medication to the office staff in the playground by the school gates and collect at the same place in the afternoon.

All children with asthma administer their own medication under supervision of the First Aider which is recorded by the First Aider.

Children who require regular medication to be given will have a Health Care Plan written by the school nurse and the parent and signed by both as well as the school. This is shared with staff who work with the child.

It is the responsibility of the parent to ensure all medication given to school is in date and replaced when required.

Staff at all levels throughout the school are first aid trained annually.

A portable First-Aid kit and individual pupils' medicines are taken on Education Visits and administered by a designated member of staff.